



Online Renewals for Hotel Licenses

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Creating an Account

To access Iowa's Online Food Licensing System, please log onto the site by entering <https://iowa.safefoodinspection.com> into your internet browser. Although the application functions in the most common internet browsers, the preferred internet browser is Google Chrome. If you are using another internet browser, the appearance of some of the pages and messages may differ from those in this user guide.

Log In Page:

IOWA DEPARTMENT OF
INSPECTIONS & APPEALS

IOWA STATE AGENCIES ONLINE SERVICES
Kim Reynolds, Governor Adam Gregg, Lt. Governor

Welcome To USA Food Safety

Log In

User Name *:

Password *:

Other Options:

If you already have an account, please enter your User Name and Password then select "Log In."

If you are a new user of the system, please select "New Account."

If you forget your password, please use the "Forgot Password" function. As passwords are required to be changed every 120 days, the Forgot Password function will allow you access if you are an infrequent user.

New User Account

New User Organization Questionnaire

Question

What is the primary purpose for creating an account today? *

If you know what type of license you are renewing or applying for, select the correct option. If you are unsure about which license option to select, please call 515-281-7102.

Options

- ☐ Apply for a social or charitable gambling license, such as, a raffle, sport betting pool, bingo, or games of skill and chance
- ☒ Apply for or renew an Iowa food establishment or lodging license (i.e. hotel, vending machine, home bakery, mobile food unit, temporary food establishment, farmer's market, restaurant, grocery store, or other direct to consumer food operation)
- ☐ Apply for or renew an Iowa food manufacturing or warehouse license
- ☐ Conduct activities associated with registered amusement devices

[Next](#)[Start Over](#)

IOWA STATE AGENCIES ONLINE SERVICES
Kim Reynolds, Governor Adam Gregg, Lt. Governor

New User Account

New User Organization Questionnaire

Question	Options
Does your operation have a business(es) located in single or multiple Iowa counties? *	<input checked="" type="radio"/> Multiple counties <input type="radio"/> Single county

[Previous](#) [Next](#) [Start Over](#)

If you are operating business in multiple counties, select the "Multiple counties" option. If you need to go to the previous screen, click "Previous" or "Start Over."

Kim Reynolds, Governor Adam Gregg, Lt. Governor

New User Account

New User Organization Questionnaire

Question	Options
Does your operation have a business(es) located in single or multiple Iowa counties? *	<input type="radio"/> Multiple counties <input checked="" type="radio"/> Single county

[Previous](#) [Next](#) [Start Over](#)

If you are operating a single business in a single county, select the "Single county" option. If you need to go to the previous screen, click "Previous" or "Start Over."

New User Account

New User Organization Questionnaire

Question
Select the county where most of your businesses are located *

Options
Black Hawk

Previous Next Start Over

If you selected “Multiple counties,” you will need to determine the county where the majority of your businesses reside. Once you select the county from the drop-down box, click “Next.” If you have a single business, click “Previous.” **[Please note:** the “City of Dubuque” is a different option from “Dubuque County.”]

New User Account

New User Organization Questionnaire

Question
Select the county where your business is located *

Options
Boone

Previous Next Start Over

If you selected a single county, please select the county where your business is located. Once you select your county from the drop-down box, click “Next.” Otherwise, select “Previous” if you have multiple businesses. **[Please note:** the “City of Dubuque” is a different option from “Dubuque County.”]

New User Account

New User Organization Questionnaire

Based on your responses the following regulatory jurisdiction has been selected: **DIA Food and Consumer Safety Bureau**

To proceed, select Confirm. To review the previous question, select Previous. To start over, select Start Over. [Food Regulatory Jurisdiction Map](#)

[Previous](#)[Confirm](#)[Start Over](#)

This screen will inform you of your regulatory jurisdiction. If you believe this information is incorrect, please read the instructions to review your response or choose to start over. You can also click "Food Regulatory Jurisdiction Map" to check the jurisdiction that has been selected. If you click the jurisdiction map, you will be taken to another page and be required to start over. Select "Confirm" to advance.

Create a New User Account:

New User Account

User Information

User Name *
Password *
Verify Password *

Home Jurisdiction *
DIA Food and Consumer Safety Bureau

Account Information

First Name *
Middle * ☐ None Available
Last Name *
Suffix
Account ID
Not yet assigned
Email *
Phone/Ext *
Cell Phone
Fax
Emergency ☐ Emergency ☐ Emergency

Save Back

Create your own User Name and Password.

The "Home Jurisdiction" is pre-determined by your selection of your business location and license type.

Complete all "Account Information" fields. All fields marked with an asterisk (*) are required fields.

Review the information you have entered for accuracy and select "Save."

Log In Page:

IOWA STATE AGENCIES ONLINE SERVICES
Kim Reynolds, Governor Adam Gregg, Lt. Governor

Welcome To USA Food Safety

Log In

User Name *:

Password *:

Other Options:

[Forgot your Password? Retrieve it Here!](#)

[Find a WiFi Hotspot](#)

Food Business Home Page:

Home Tools Logout

Facility Portal

Add existing business:

If you are seeing this page, you have successfully logged in to the Iowa Online Food Licensing System. Congratulations!

If you do not see this page after attempting to login using your user credentials, please try again.
If you are still unsuccessful, please contact the regulatory authority.

Associating an Existing Food Business with a User Account

Once you have successfully logged into the Iowa Online Food Licensing System, the next step is to associate active food businesses with your user account. The Business Code that you need to associate an existing business with your user account is located on the license renewal application that you receive from the regulatory agency.

Here is an example of the top portion of the hotel license renewal application:

HOTEL LICENSE RENEWAL APPLICATION	
Date of opening: _____	If ownership has changed, give previous owner _____
Has ownership changed since last license issued? <input type="checkbox"/> Yes <input type="checkbox"/> No	business name _____, and license number: _____ (if known)
MARK'S HOTEL 321 12th ST Des Moines, IA 50319	
LATE PENALTIES APPLY IF LICENSE HAS EXPIRED	
License: 154974	Expires: 05/01/2018
Business Code: 3J6V-F5BD	

The "Business Code" on the renewal must be entered in the space provided on the Iowa Online Food Licensing home screen.

Enter the Business Code from the renewal form here and then select "Add."

Home Tools Logout	
Facility Portal	Add existing business: Business Code Add
Filter by Business Name	Show All

Once you add a Business Code, the food business will appear as a blue panel on the home screen.

If you are associated with more than one business, you must enter the Business Code from other businesses and select "Add."

The screenshot shows the 'Facility Portal' interface. At the top, there is a navigation bar with 'Home', 'Tools', and 'Logout' links, and a shopping cart icon on the right. Below the navigation bar, the title 'Facility Portal' is displayed. To the right of the title, there is a form labeled 'Add existing business:' with a text input field containing 'Business Code' and an 'Add' button. Below this, there is a search bar with a magnifying glass icon and the text 'Hotel II'. To the right of the search bar is a 'Show All' button. Below the search bar, there is a single blue panel representing a business, labeled 'HOTEL II - 122550 - (0) - [external link icon]' with a right-pointing arrow.

The screenshot shows the 'Facility Portal' interface with two business panels. The navigation bar and 'Add existing business:' form are the same as in the previous screenshot. The search bar now contains the text 'Hotel'. Below the search bar, there are two blue panels representing businesses. The top panel is labeled 'MARK'S HOTEL - 122434 - (0) - [external link icon]' with a right-pointing arrow. The bottom panel is labeled 'HOTEL II - 122550 - (0) - [external link icon]' with a right-pointing arrow.

Each valid Business Code added will add another business to the home screen.

Reviewing and Updating Business and License Information

Once a user has associated one or more businesses with the user account, it is important that the business information is reviewed and updated as necessary to reflect the current operation. There are two areas where information is displayed: “Business Information” and “License Information.” Both of these areas contain operational information about each business.

The screenshot shows the 'Facility Portal' interface. At the top, there is a navigation bar with 'Home', 'Tools', and 'Logout' links, and a shopping cart icon. Below the navigation bar, the 'Facility Portal' title is displayed on the left, and a search bar with the text 'Hotel' and a 'Show All' button is on the right. A form labeled 'Add existing business:' with a 'Business Code' input field and an 'Add' button is also visible. The main content area displays a list of businesses. Two businesses are listed: 'MARK'S HOTEL - 122434 - (0) - [edit icon]' and 'HOTEL II - 122550 - (0) - [edit icon]'. Each entry has a right-pointing chevron icon. Two callout boxes provide instructions: one points to the edit icon on the first entry, stating 'To access the “Business Information” screen, click the paper and pencil icon.', and the other points to the chevron icon on the second entry, stating 'To view “License Information,” click the “>” icon.'

Home Tools Logout

Facility Portal

Add existing business: Business Code Add

Hotel Show All

MARK'S HOTEL - 122434 - (0) - [edit icon]

HOTEL II - 122550 - (0) - [edit icon]

To access the “Business Information” screen, click the paper and pencil icon.

To view “License Information,” click the “>” icon.

Business Information:

When the pencil and paper icon is selected, the “Edit Business Information” page will appear. Please review and update this information to reflect current operations. Note that some of the fields are locked (shaded in gray) and cannot be changed by the user. If there is inaccurate information in fields that are locked, please contact the regulatory authority.

EDIT: MARK'S HOTEL

Business Name:

MARK'S HOTEL

Phone*: 515-669-3266

Cell: 151-566-9326

Email*: mark.speltz@dia.iowa.gov

☐ No Phone Available

☐ No Email Available

Mailing Address

☐ International Address

Street Number*: 321

Street Name*: 12th

Street Suffix: ST

Secondary Unit Type:

Secondary Unit Number:

Zip*: 50319

State*: IA

County*: Polk

City*: Des Moines

Physical Address

Same as Mailing

☐ International Address

Street Number*: 321

Street Name*: 12th

Street Suffix: ST

Secondary Unit Type:

Secondary Unit Number:

Zip*: 50319

State*: IA

County*: Polk

City*: Des Moines

Facility Data

Emergency Contacts

Contact's Name	Address	Relationship	Cell Phone

Review and update all information to reflect current operations.

The user cannot edit fields that are shaded (locked). If information is inaccurate in these fields, contact the regulatory authority.

Business Information (continued):

Emergency Contacts			
Contact's Name	Address	Relationship	Cell Phone
bill, jim	dd	Other	44
Add New Contact			

Attachments		
File Name	Description	Delete
Add New Attachment		

Save Changes

Select "Add New Contact" to enter emergency contact information. Emergency contacts may receive alerts when emergencies arise such as power outages, boil orders, flooding and other conditions that may affect the operation of the business. **Note:** At least one Emergency Contact is required before this screen will save or close.

Ensure you select "Save Changes" if changes have been made to the Business Information.

Select "Add New Attachment" to provide the regulatory agency with information such as a copy of the current menu, water test results, HACCP plan, policies and procedures, training documents, or other necessary information about the business.

License Information:

When the ">" icon is selected, the blue panel will expand to show a License Information summary. **Note:** only active licenses will display.

The screenshot shows the 'Facility Portal' interface. At the top, there are navigation links: 'Home', 'Tools', and 'Logout'. On the right, there is a shopping cart icon and a search bar labeled 'Add existing business: Business Code' with an 'Add' button. Below the navigation bar, there is a search input field containing the text 'hotel' and a 'Show All' button. The main content area displays two expandable license panels. The first panel is titled 'HOTEL II - 122550 - (1) - [icon]' and contains a table with columns: 'Add To Cart', 'License Number', 'Program Type', 'Name', 'Expire Date', and 'Status'. The table has one row with the following data: '+', '155187', 'Hotel', '-', '4/30/2018 (11 days)', and 'Active'. The second panel is titled 'MARK'S HOTEL - 122434 - (1) - [icon]' and contains a table with the same columns. It has two rows: the first row has '+', '154975', 'Food Service Establishment', '-', '8/15/2017 (Expired)', and 'Active'; the second row has '+', '154974', 'Hotel', '-', '5/1/2018 (12 days)', and 'Submitted'. Two blue callout boxes are present. The first callout points to the '+' icon in the first row of the second table, stating: 'To access detailed license information, click the "+" icon. Each "+" icon contains unique detailed license information.' The second callout points to the 'Food Service Establishment' row in the second table, stating: 'If the hotel also has a continental breakfast or other food service operation, please review the **Food Service or Retail Food License Renewal Guide** for more details on renewing this license.'

Add To Cart	License Number	Program Type	Name	Expire Date	Status
+	155187	Hotel	-	4/30/2018 (11 days)	Active

Add To Cart	License Number	Program Type	Name	Expire Date	Status
+	154975	Food Service Establishment	-	8/15/2017 (Expired)	Active
+	154974	Hotel	-	5/1/2018 (12 days)	Submitted

To access detailed license information, click the "+" icon. Each "+" icon contains unique detailed license information.

If the hotel also has a continental breakfast or other food service operation, please review the **Food Service or Retail Food License Renewal Guide** for more details on renewing this license.

Detailed License Information: The information displayed for each license will differ based on the license type.

HOTEL II - 122550 - (1) -

Add To Cart	License Number	Program Type	Name	Expire Date	Status
- <input type="checkbox"/>	155187	Hotel	-	4/30/2018 (11 days)	Active

Business Program Reference Data

Room Type 1

Type of Room *

List All Room Numbers in Room Type *

Maximum Room Charge - 1 Guest *

Maximum Room Charge - 2 Guest *

Maximum Room Charge - 3 Guest *

Room Type 2

Type of Room

List All Room Numbers in Room Type

Maximum Room Charge - 1 Guest

Maximum Room Charge - 2 Guest

Maximum Room Charge - 3 Guest

Room Type 3

Type of Room

List All Room Numbers in Room Type

Maximum Room Charge - 1 Guest

Maximum Room Charge - 2 Guest

Maximum Room Charge - 3 Guest

Room Type 4

All areas of the “Business Program Reference Data” that are marked with an asterisk (*) require a response. A list of all hotel rooms and applicable rates are required to renew a hotel license. If the hotel has more than 10 room types, attach a supplemental list of room types that includes the same information contained in this form.

Detailed License Information (continued):

Select "Save Reference Data" after making changes to the Business Program Reference Data.

Room Type 10		
Type of Room	<input type="text"/>	
List All Room Numbers in Room Type	<input type="text"/>	
Maximum Room Charge - 1 Guest	<input type="text"/>	
Maximum Room Charge - 2 Guest	<input type="text"/>	
Maximum Room Charge - 3 Guest	<input type="text"/>	
Save Reference Data		
Attachments		
File Name	Description	Delete
Add New Attachment		
Number of Rooms		
Enter the Number of Rooms <input type="text" value="35"/>		

Paying for a Hotel License

Once a user has successfully updated Business Information and License Information, hotel licenses may be renewed using the Iowa Online Food and Lodging Licensing System. The system has messages and prompts to assist a user in renewing a hotel license.

The screenshot shows the 'Facility Portal' interface. At the top, there are links for 'Home', 'Tools', and 'Logout'. Below the header, there is a search bar with the text 'hotel' and a 'Show All' button. The main content area displays two license entries:

- HOTEL II - 122550 - (1) - [icon]**

Add To Cart	License Number	Program Type	Name	Expire Date	Status
<input type="checkbox"/>	155187	Hotel	-	4/30/2018 (11 days)	Active
- MARK'S HOTEL - 122434 - (1) - [icon]**

Add To Cart	License Number	Program Type	Name	Expire Date	Status
<input type="checkbox"/>	154975	Food Service Establishment	-	8/15/2017 (Expired)	Active
<input type="checkbox"/>	154974	Hotel	-	5/1/2018 (12 days)	Submitted

Callouts provide additional information:

- A blue callout points to the '+' icon in the 'Add To Cart' column of the first license, stating: "Select the '+' icon to provide room number information for each hotel license."
- A blue callout points to the 'Expire Date' of the second license, stating: "A license is available for renewal 60 days prior to expiration."

Once you have selected the "+" icon, scroll to the bottom of the expanded view and find the area labeled "Attachments."

The screenshot shows the 'Attachments' section of the interface. It includes a table with columns for 'File Name', 'Description', and 'Delete'. Below the table is a blue button labeled 'Add New Attachment'. Underneath this button is a section titled 'Number of Rooms' with a text input field labeled 'Enter the Number of Rooms' containing the value '35'.

Callouts provide additional information:

- A blue callout points to the 'Add New Attachment' button, stating: "Select 'Add New Attachment' to upload a supplemental list of rooms if necessary."
- A blue callout points to the 'Number of Rooms' input field, stating: "Enter the number of rooms in the space provided. This number must match the number of rooms in the Business Program Reference Data and attached documentation."

Once the number of rooms is entered into the space provided along with any attachments, the license may be added to the shopping cart.

From iowabeta.usasafeinspect.com

To renew, please enter the number of hotel rooms in the space provided, enter room types in the space provided, and if necessary attach a list of rooms with maximum charge per room based on room occupancy.

Select Cancel to update information before renewing.

Select OK to place the selected license in the shopping cart.

OK Cancel

Facility Portal

home Tools Logout

hotel

Add To Cart License Number 155187 Program Type Hotel Name - Expire Date 4/30/2018 (11 days) Status Active

MARK'S HOTEL - 122434 - (1) -

Add To Cart License Number 122434 Program Type Food Service Establishment Name - Expire Date 8/15/2017 (Expired) Status Active

Hotel Name - Expire Date 5/1/2018 (12 days) Status Submitted

Add existing business: Business Code Add

Select the "Add To Cart" box to place this license in the shopping cart.

To renew, please enter the number of hotel rooms in the space provided and if necessary attach a list of rooms with maximum charge per room based on room occupancy. Select "Cancel" to update information before renewing. Selecting "OK" will place this license in the shopping cart.

To view the contents of the shopping cart, select the shopping cart icon.

Once the user has successfully placed a license in the shopping cart, the shopping cart contents should be reviewed for accuracy before checking out. To view the shopping cart contents, select the shopping cart icon.

CART

New - 194478 - HO - \$100.00 31-100 Guest Rooms

Base Cost: \$100.00

Total \$100.00

There will be a \$1 bank fee added at checkout.

* A \$1 transaction fee will be added at checkout for ePayments (EFT, ACH, bank transfers).

* A 2.5% transaction fee will be added at checkout for credit and debit card payments.

Checkout

Each license that has been successfully added to the shopping cart is identified by the license number (e.g., 194478). Payment details are also provided in the cart. Late payments will have penalty fees included.

A license can be removed from the shopping cart by clicking the "X" or by unchecking the "Add to Cart" box.

CASEY'S GENERAL STORE #3025 - 2814 - (2) -

Pierquet Test - 127788 - (0) -

Add To Cart License Number 170938 Program Type Farmer's Market Name -

Once the shopping cart contents have been reviewed for accuracy, the user may proceed by selecting "Checkout." Selecting "Checkout" will redirect the user to the Iowa e-payment screen. **NOTE: Both Electronic Fund Transfer (EFT) AND credit/debit card payments are accepted. There is a \$1 transaction fee for bank transfers and a 2.5% transaction fee for credit and debit cards.**

Once the payment process is complete, the user will receive a payment confirmation number which may be printed and maintained as proof of payment. After receiving the payment confirmation number, please log back into the Iowa Online Food and Lodging Licensing System to ensure the selected license or licenses are in a “Submitted” status. If the license you selected is not in a Submitted status, please contact the regulatory authority. **NOTE:** Licenses that are in a Submitted status are NOT approved. Once the regulatory authority has approved the license, the status will be shown as “Active.”

Home Tools Logout
Shopping Cart

Facility Portal
Add existing business: Business Code Add

Show All

HOTEL II - 122550 - (1) - [✕](#)

	Add To Cart	License Number	Program Type	Name	Expire Date	Status
+	<input type="checkbox"/>	155187	Hotel	-	4/30/2018 (11 days)	Active

MARK'S HOTEL - 122434 - (1) - [✕](#)

	Add To Cart	License Number	Program Type	Name	Expire Date	Status
+	<input type="checkbox"/>	154975	Food Service Establishment	-	8/15/2017 (Expired)	Active
+	<input type="checkbox"/>	154974	Hotel	-	5/1/2018 (12 days)	Submitted

Licenses that are in a “Submitted” status have NOT been approved. The approval process occurs after submission. The documentation that has been provided will be reviewed before approval. Once the license has been approved, the status will change back to “Active.” Please log into the Iowa Online Food and Lodging Licensing system periodically to view the status.